

STATE OF MICHIGAN INTERNSHIP PROGRAM  
**UNPAID INTERNSHIP DESCRIPTION**



**INTERNSHIP HOST INFORMATION**

**State Department / Agency:** Civil Service Commission

**State Division / Office:** Human Services Office of Professional Development

**Location of Internship:** Lansing

**INTERNSHIP SCHEDULE**

**Internship Time Period:** All Semesters

**Internship Hours Requested Per Week:**

Various, will be worked out with student - but can promise up to but not to exceed 20 per week

**PREFERRED EDUCATION**

**Major / Minor:** Business or Education

**Level of Education:** Open to Undergraduates and Graduates

**Preferred Skills / Qualifications:**

- Ability to work independently and manage time effectively
- Ability to research and interpret data

**Through this internship, student intern will develop or further strengthen the following competencies:**

<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

**INTERNSHIP DESCRIPTION**

**Internship Title:** Professional Development Intern

**Intern Responsibilities / Projects:**

- Data analyst and reporting
- Assist with database creation and monitoring
- Assist with library development and maintenance
- Assist with financial data gathering and reporting
- Assist with administration of various training programs

**APPLICATION PROCESS**

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:  
[MCSC-CareerServices@michigan.gov](mailto:MCSC-CareerServices@michigan.gov) or 517-373-7690 (fax).

With questions or for more information about the State of Michigan Internship Program, please contact:  
Brian J. Partie, Jr. Senior Career Consultant – College / University Relations  
Career Services, Civil Service Commission, 517-373-3811, [partieb@michigan.gov](mailto:partieb@michigan.gov)